

CCLAD BY-LAWS
Amendment IV
Adopted June 16, 2011
Latest Amendment,
May 2014

I. NAME

The name of this organization shall be the CALIFORNIA CONFERENCE OF LOCAL AIDS DIRECTORS.

II. MISSION STATEMENT AND VISION

Mission Statement

The mission of the California Conference of Local AIDS Directors (CCLAD) is to improve the quality and scope of health programs for HIV prevention and HIV positive persons by promoting standards of excellence throughout the State of California. CCLAD achieves this mission by serving as a leader in HIV/AIDS policy development; by enhancing partnerships with the California Conference of Local Health Officers and the Office of AIDS; and by creating bridges between local health jurisdictions, state wide coalitions, community-based organizations and other affiliate organizations.

Vision

A California free of HIV.

III. MEMBERSHIP

Membership shall be limited to:

- A. Voting Members – One (1) HIV/AIDS Coordinator/Director or other representative from each Local Health Jurisdiction who is specifically designated by the Health Officer or Public Health Director to oversee and/or coordinate HIV services in their health jurisdiction.
- B. Associate Members – Non-voting representatives of Local Health Jurisdictions designated by the HIV/AIDS Coordinator/Director or other designated Health Department official, representatives of Community-Based Organizations and/or AIDS Services Organizations, and other agencies with a shared interest in the fulfillment of CCLAD's Mission and Vision.

IV. MEETINGS

The organization meets as a whole annually on or before July 1 for the purpose of election and installation of officers/executive committee and approval of the annual budget. The term of office shall be July 1 to June 30. The budget will cover the time period of July 1 to June 30 each year.

V. OFFICERS AND MEMBERS-AT-LARGE

A. The officers of this organization shall be President, a President-Elect, a Secretary-Treasurer, and the Immediate Past President.

B. The nominating committee shall produce a slate of officers and members-at-large who shall be elected as follows:

- The President-Elect will be elected annually. The President-Elect

advances to the Presidency the following year. The President advances to the Immediate Past President the following year.

- The Secretary/Treasurer shall be elected bi-annually for a term of two years.
- Four (4) Members-at-Large shall be elected bi-annually for a term of two years. The election of the Secretary/Treasurer and the four (4) Members-at-Large shall be staggered, with three (3) of these five (5) Executive Committee members to be elected one year and two (2) the following year.
- Should a vacancy occur during the term, an appointment shall be made by the Executive Committee.

C. Every effort will be made to assure officers represent geographic diversity.

VI. DUTIES OF OFFICERS

A. President

Provides the central leadership role and is the official spokesperson for CCLAD. The President also:

1. Ensures that CCLAD fulfills its responsibilities and roles to advise CCLHO in matters related to HIV prevention and care in accordance with the by-laws approved by the CCLAD membership.
2. Represents the broad interests and input of HIV prevention and care from all regions of the state in accordance with the values outlined in the bylaws by the membership.
3. May delegate authority for other CCLAD officers or members to represent CCLAD at specific functions and meetings.
4. Presides at annual meeting and shall be ex-officio member of all committees.
5. Acts as chair of the Executive Committee.
6. Invites guests and resource individuals to the annual meeting.
7. Appoints committees and chairs as designated by the Membership or Executive Committee
8. Represents the Conference at appropriate meetings or functions (such as Office of AIDS, CCLHO and others).
9. Appoints at his/her discretion a member when an official representation of the organization is requested or desired at affiliated organizations, special meetings, before special bodies, or when liaison is requested with other agencies.
10. Approves expenditures of available funds consistent with the CCLAD mission and activities.

B. President-Elect

The position of President-Elect is preparatory to assuming the presidency for CCLAD. This position includes:

1. Serves as President in the absence of the President
2. Serves as an ex-officio member of all committees
3. Serves as liaison for legislative issues for CCLAD (e.g. review current legislation, prepare report for CCLAD meetings)
4. Shall participate in statewide meetings as directed by the president (i.e. CCLHO, CHPG)
5. Shall perform such other duties as are necessary and customary for the

office of the President-Elect.

C. Secretary/Treasurer

The CCLAD Secretary/Treasurer facilitates communication among Executive Committee members and between the CCLAD membership. The Secretary/Treasurer provides oversight for all fiscal issues and also:

1. Maintains the CCLAD bank account, notices members, collects annual membership dues, pays invoices and provides annual treasury reports.
2. Maintains the CCLAD membership contact information.
3. Assists in registering delegates at the annual meeting, and prepares and distributes the minutes of the annual meeting and Executive Committee meetings.
4. Acts as a conduit for communication from affiliate organizations to the CCLAD membership.
5. Conducts and analyzes surveys as deemed appropriate by the Executive Committee.
6. Performs an annual review and proposes revisions (as appropriate) of the CCLAD By-Laws.
7. Assists the CCLAD meeting planner and Executive Committee with business meeting agenda development and meeting logistics before, during and after the CCLAD business meetings.
8. Acts as Parliamentarian per Robert's Rules of Order.
9. Obtains reports, and/or resolutions from committees prior to the annual meeting for the purpose of presentation to the membership.
10. Maintains all archived documents of CCLAD in a catalogued fashion.
11. Maintains the CCLAD website.
12. Serves as the chair of the Election Committee which is charged with soliciting nominations for CCLAD offices on an annual basis, preparing ballots, conducting CCLAD office elections, tabulating balloting and providing the President with the results of these elections.
13. Serves on Ad Hoc Committees as necessary.
14. Serves as President-Elect in the absence of the President-Elect.

D. Immediate Past President

The CCLAD Immediate Past President facilitates the transition process for the new CCLAD President. The Immediate Past President provides a historical continuity for the President and serves in a mentoring capacity. The Immediate Past President's duties and responsibilities include:

1. Advises the newly installed President of all CCLAD activities that were carried out during his or her term of office and the present status or disposition of these actions.
2. At the request of the Executive Committee and/or the President, draft position statements to California Department of Public Health/Office of AIDS (CDPH/OA), elected policy-makers and others on issues of importance to the general CCLAD membership.

3. At the request of the Executive Committee and/or the President, represents CCLAD at meetings of CCLHO, CDPH/OA and others when the President OR President-Elect is unable to attend.
4. Participates in Executive Committee conference calls and meetings.
5. Assists with the planning and development of semi-annual CCLAD general membership meetings.
6. At the request of the Executive Committee and/or President, participates or leads task forces or work groups on projects of importance to the CCLAD organization.

E. Members-at-Large

Four (4) Members-at-Large are elected bi-annually for a term of two years.

M e m b e r s - a t - L a r g e will be responsible for maintaining contact with Local Implementation Groups (LIGs) who are either not current members of CCLAD or are not participating in CCLAD business meetings. M e m b e r s - a t - L a r g e act as a conduit of information from the jurisdictions they represent to CCLAD.

The Members-at-Large will:

1. Provide support for officers of the executive committee in planning meetings, agendas, and teleconferences
2. Attend CCLAD meetings on a regular basis
3. Discuss issues with contacts and bring questions/concerns back to the CCLAD membership or Executive Committee
4. Work with the LIGs to help facilitate increasing membership and direct participation in CCLAD meetings.
5. Serve on Ad Hoc Committees as necessary.

VII. EXECUTIVE COMMITTEE

Composition

The Executive Committee shall be composed of a maximum of eight (8) members to include: President, President-Elect, Secretary/Treasurer, Immediate Past President, four (4) Members-at-Large, and the Chief of the Office of AIDS. The Chief of the Office of AIDS will serve in an ex- officio capacity.

Duties

The Executive Committee shall meet at least annually, at the call of the President. The Committee shall plan the agenda for the annual meeting and oversee preparation of any amendments to the By-Laws.

VIII. NOMINATING COMMITTEE

The Nominating Committee shall consist of a minimum of three members appointed by the Executive Committee. The Nominating Committee shall be responsible for coordinating an annual election and electing its own chair.

IX. ANNUAL DUES

Annual dues to offset the organization's normal operating expenses may be assessed each member. Dues shall be due and payable on July 1 of each year. The Executive Committee shall make a determination as to the amount of annual dues to be assessed to assure sufficient operating funds to conduct the business of the organization for the ensuing year. This determination will be based upon a budget prepared annually by the Executive Committee at the Executive Committee meeting.

Any member who fails to remit to the organization the assessed dues shall be notified by first class mail of the amount due. The failure of any member to pay dues within sixty (60) days after receiving notice shall be referred to the Executive committee for appropriate action.

X. BY-LAWS

These by-laws may be amended only by a two-thirds majority of the organization members voting. Proposed by-law amendments must be noticed to all members in writing a minimum of ten business days prior to taking a vote on the amendment.